

Department of Revenue Services  
TPS - TSC Coordinator  
25 Sigourney Street  
Hartford CT 06106-5032  
TPG-189 (New 04/08)

### Request Change to Administrator in TSC

If the current Taxpayer Service Center (TSC) administrator is not available and a new administrator needs to be appointed, the following information must be faxed or mailed to the Department of Revenue Services (DRS).

Send fax to 860-297-4929.

Upon verification of the information supplied, you will be sent the user ID with a new password. For security reasons, please indicate how you want this information sent:

Mailed ☐

Faxed ☐

Faxed and mailed ☐

1. Business name and mailing address: \_\_\_\_\_

\_\_\_\_\_

2. Connecticut Tax Registration Number (CT Tax Registration No.): \_\_\_\_\_

3. Name of the new applicant for administrator: \_\_\_\_\_

4. New applicant's business fax number: \_\_\_\_\_

5. New applicant's phone number: \_\_\_\_\_

6. Name of the current administrator: \_\_\_\_\_

7. Detailed explanation of why the current administrator is not available: \_\_\_\_\_

\_\_\_\_\_

8. Enter the information from the last tax return filed: For what tax type \_\_\_\_\_

For what period \_\_\_\_\_

Amount of tax liability \_\_\_\_\_

**Declaration:** I declare under penalty of law that I have examined this application (including any accompanying documents, if applicable) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return or document to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Authorized Name

\_\_\_\_\_  
Email Address